

STATE INTERAGENCY COORDINATING COUNCIL (SICC) FOR PART C OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

Bylaws

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Article 1. Name

The name of the organization shall be the State Interagency Coordinating Council (SICC) for Part C of the Individuals with Disabilities Education Act.

Article 2. Purpose of the Part C Program

The purpose of the Part C Program is to:

1. develop and implement a statewide, comprehensive, coordinated, multidisciplinary, interagency program of early intervention services for infants and toddlers with disabilities and their families;
2. facilitate the coordination of payment for early intervention services from Federal, State, local, and private sources (including public and private insurance coverage);
3. enhance the State's capacity to provide quality early intervention services and expand and improve existing early intervention services being provided to infants and toddlers with disabilities and their families; and,
4. enhance the capacity of State and local agencies and service providers to identify, evaluate, and meet the needs of historically underrepresented populations, particularly minority, low-income, inner-city, and rural populations.

Article 3. Function of the Council

1. Advise and assist the lead agency in the performance of the responsibilities set forth in Section 635 (a) (10) of the Individuals with Disabilities Education Act, particularly the identification of the sources of fiscal and other support for services for early intervention programs, assignment of financial responsibility to the appropriate agency, and the promotion of the interagency agreements;
2. Advise and assist the lead agency in the preparation of applications and amendments thereto;
3. Advise and assist the State educational agency regarding the transition of toddlers with disabilities to preschool and other appropriate services; and,

4. Prepare and submit to the Governor and to the Federal Secretary of Education on the status of early intervention programs for infants and toddlers with disabilities and their families operated within the State.
5. The council may advise and assist the lead agency who is the State educational agency regarding the provision of appropriate services for children from birth through age 5, inclusive. The council may advise appropriate agencies in the State with respect to the integration of services for toddlers and their families; these are at-risk infants and toddlers who are eligible for early intervention services in the state.

Article 4. Composition

The SICC shall be composed of not more than 30 members, unless the State provides sufficient justification for a greater number of members in the application for Federal funds. The Governor must appoint the council. The Governor shall ensure that the membership of the Council reasonably represents the population of the State. The Governor shall designate a member of the Council to serve as the chairperson of the Council or require the Council to do so. Any member of the Council who is a representative of the lead agency may not serve as the chairperson of the Council.

The SICC must be composed of members who have sufficient authority to engage in policy planning and implementation on behalf of the agencies or entities that they represent as follows:

1. At least 20 percent of the members shall be parents of infants or toddlers with disabilities or children with disabilities aged 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities. At least one such member shall be a parent of an infant or toddler with a disability or a child with a disability aged 6 or younger. No parent representatives who are appointed to serve on the council may be a provider of early intervention services or an employee of any agency involved in providing early intervention services.
2. At least 20 percent of the members shall be public or private providers of early intervention services (may include, but not limited to: Parents as Teachers and other providers of First Steps Services).
3. At least one member shall be from the State legislature.
4. At least one member shall be involved in personnel preparation.
5. At least one member shall be from each of the State agencies: Department of Health and Senior Services, Department of Mental Health, and Department of Social Services involved in the provisions of, or payment for, early intervention services to infants and toddlers with disabilities and their families and shall have sufficient authority to engage in policy planning and implementation on behalf of these agencies.
6. At least one member shall be from the state educational agency which is lead agency responsible for preschool and early intervention services to children with disabilities and shall have sufficient authority to engage in policy planning and implementation on behalf of such agency.
7. At least one member shall be from the agency responsible for the State governance of insurance.
8. At least one representative from a Head Start agency or program in the State.
9. At least one representative from a State agency responsible for childcare.
10. The council may include other members selected by the Governor. Other members may include entities involved in early intervention or early childhood services.

Article 5. Terms of Membership

State agency representatives shall serve at the pleasure of their appointing authority. All other terms shall be four (4) years.

Beginning July 1, 2001, appointments shall be staggered terms of office to insure that new appointments do not exceed more than one-third of all members. Upon recommendation of the executive committee, all members may be re-appointed for one additional term.

Once membership term has expired, the member will serve until their successors have been appointed.

If or when a member no longer functions in the role in which they were appointed, or who can no longer fulfill their obligations as a Council member that member shall submit their letter of resignation to the Governor and the Council co-chairpersons.

Attendance by appointed members at SICC meetings is critical to the implementation of the early intervention services. The SICC will monitor attendance and recommend the termination of membership for Council members who have two consecutive unexcused or three consecutive excused absences.

Membership year for council members shall be July 1 through June 30 of each year.

Article 6. Selection and Duties of the Chairperson and Officers

The co-chairpersons shall be elected by a two-thirds vote of the Council for a two-year term. One co-chairperson shall represent parents and the other shall represent provider or community groups. The co-chairpersons should be elected so that one chairperson moves to past chair and the other remains as co-chairperson with the newly elected co-chairperson. The co-Chairpersons shall perform the following duties:

1. preside at the SICC meetings, and
2. represent the SICC at necessary functions and meetings,
3. ensure that operational guidelines for the Council are developed and implemented. These policies may include, but are not limited to, attendance, membership obligations, etc.

Article 7. Meetings

The SICC shall meet at least four (4) times annually and in such places as it deems necessary. The meetings shall be publicly announced sufficiently in advance of the dates they are to be held to ensure that all interested parties have an opportunity to attend; and, be open and accessible to the general public. Interpreters for persons who are deaf and other necessary services must be provided at SICC meetings, both for Council members and participants.

Minutes of each meetings will be recorded. Council members and their official designees will receive minutes of each SICC meeting. Approved minutes will be posted for public viewing.

Article 8. Standing Committees and Ad Hoc Committees

The SICC can appoint subcommittees or task forces to assist in the development and implementation of early intervention services or to carry out the work of the Council.

The subcommittee/task force chairs shall call meetings as necessary to advise the SICC on guidelines and activities that should be implemented with regard to the Part C program.

There shall be an executive committee consisting of the co-chairpersons and past co chairperson.

Department of Elementary and Secondary Education employees shall serve as resource staff for these committees/task forces.

Article 9. Quorums

A quorum of the SICC shall consist of the members or their designated representatives that are present.

Article 10. Voting

The SICC will use a simple majority of the membership present. Election of the co-Chairpersons requires a two-thirds majority.

Conflict of interest: No member of the council shall cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.

Article 11. SICC and Committee Expenses

Council members shall be reimbursed for reasonable and necessary expenses for attending council meetings and performing council duties (including childcare for any child with disabilities)

Expenses for SICC and subcommittee/task force meetings and activities shall be paid in accordance with the State of Missouri Travel Regulations, Department of Elementary and Secondary Education policies and procedures, and the State Plan for Part C.

Article 12. Bylaw Changes

Proposed changes to the bylaws will be presented and reviewed by the Council as a first reading. All suggested revisions must be agreed upon prior to the final draft. Final draft and approval will be presented at the next scheduled Council meeting.

Article 13. Effective Date

Amended November 17, 2000

Amended May 9, 2003